

FORM B (Section 4, First Schedule)

The Access to Information Act, 2002

**Statement of Organization and Functions
of Public Authority**

NAME OF PUBLIC AUTHORITY: Ministry of Finance and Planning

1. LIST OF DEPARTMENTS/AGENCIES:

Name(s) of Departments/Agencies	Name and Title of Principal Officer	Location	Name of Responsible officer	Hours of Business	Contact Numbers
Accountant General's Department	Mrs. Carlene Murdock	Suite 100 2- Church Street, Kingston	Miss Janice Landell	Mondays- Thursdays 8:30 a.m. – 5:00p.m. Fridays 8:30 a.m. – 4:00p.m.	Tel No: 922-8320-7 Fax No: 967-0315 Website: www.treasury.gov.jm Email: info.agd@treasury.gov.jm
Bank of Jamaica	Mr Bryan Winter Governor	Nethersole Place, P.O. Box 621	Ms. Avlana Johnson Director, Information	Mondays- Thursdays 8:30 a.m. – 5:00p.m. Fridays 8:30 a.m. – 4:00p.m. Closed on weekends and Public Holidays	Tel No: 922-0750 Fax No: 922-0854 Website: www.boj.org.jm Email: info@boj.org.jm
Betting, Gaming and Lotteries Commission	Mr. A. Jack Shirley Executive Director	78C Hagley Park Road Kingston 10	Mrs. Lorraine Thompson Barnett Director of Finance (Acting)	Mondays- Thursdays 8:30 a.m. – 5:00p.m. Fridays 8:30 a.m. – 4:00p.m. Closed on weekends and Public Holidays	Tel No: 960-1549 Fax No: 754-3317 Website: www.gaminginjamaica.com Email: bglic@cwjamaica.com

Name(s) of Departments/Agencies	Name and Title of Principal Officer	Location	Name of Responsible officer	Hours of Business	Contact Numbers
Casino Gaming Commission	Mr. Phillip Shelton Chief Executive Officer	8 Winchester Road, 3 rd Floor Kingston 10	Mrs. Paula Gracie Director of Finance and Administration	Mondays- Thursdays 8:30 a.m. – 5:00p.m. Fridays 8:30 a.m. – 4:00p.m. Closed on weekends and Public Holidays	Tel No.: 927-9941-3 Fax No: 968-8229 Website: www.cgc.gov.jm
Caymanas Track Limited	Mr Frederic Stewart Chief Executive Officer	P.O Box 8 Gregory Park P.O. St. Catherine	Mr. Prince Emmanuel Nweke Financial Controller	Mondays- Thursdays 8:30 a.m. – 5:00p.m. Fridays 8:30 a.m. – 4:00p.m. Closed on weekends and Public Holidays	Tel No: 988-2523-6 Tel No: 988-7281-5 Fax No: 998 – 4635 Website: www.caymanasracetrack.com Email: racing@cwjamaica.com
Financial Institutions Services Limited	Mr. Errol Campbell General Manager	1 Shalimar Avenue Kingston 3	Mrs. Tricia Grant-Mitchell Operations Manager	Mondays – Fridays 8:30a.m. – 4:30p.m. Closed on weekends and Public Holidays	Tel No: 938-0030 Tel No: 938-3124 Fax No: 928-1145 Email: ecampbell@finsac.com
Financial Investigations Division	Mr. Robin Sykes Director	1 Shalimar Avenue Kingston 3		Mondays –Fridays 8:30a.m. – 4:30 p.m. Closed on weekends and Public Holidays	Tel No: 928-5141 Fax No: 9281883 Fax No: 9280847 Email: contract@fid.gov.jm
Financial Services Commission	Ms. Janice P. Holness Executive Director	39-43 Barbados Avenue Kingston 5	Mr. Keron Morris Ms. Shakeira Dunkley Ms. Nyssa-Kaye Darby	Mondays- Fridays 8:30 a.m. – 4:30p.m. Closed on weekends and Public Holidays	Tel No: 926-3917 Fax No: 754-9584 Website: www.fscjamaicaica.org
Jamaica Customs Agency	Major Richard Reese Commissioner	P.O. Box 466 Newport East Marcus Garvey Drive		Mondays- Thursdays 8:30 a.m. – 5:00p.m. Fridays 8:30 a.m. – 4:00p.m. Closed on	Tel No: 922-5140-8 Tel No: 922-8770 Website: www.jacustom.gov.jm Email: quick.response@jacustoms.gov.jm

Name(s) of Departments/Agencies	Name and Title of Principal Officer	Location	Name of Responsible officer	Hours of Business	Contact Numbers
		Kingston 15		weekends and Public Holidays	public.relations@jacustoms.gov.jm
Jamaica Deposit Insurance Corporation	Ms. Antoinette McKain Chief Executive Officer	30 Grenada Crescent Kingston 5	Ms. Marjorie McGrath Corporate Manger Communications	Mondays- Fridays 8:30 a.m. –5:00p.m. Closed on weekends and Public Holidays	Tel No: 926-5225 Website: www.jdic.org Email: jdic@cwjamaica.com
Jamaica Racing Commission	Mr. Richard Longmore General Manager	8 Winchester Road, Kingston 10	Mr. Alva Belnavis Financial Administrator	Mondays- Thursdays 8:30 a.m. – 5:00p.m. Fridays 8:30 a.m. – 4:30p.m. Closed on weekends and Public Holidays	Tel No: 926-2724 Fax No: 926-2207 Website: N/A Email: jaracing@cwjamaica.com
National Contracts Commission	Mr. Dirk Harrison Contractor General	16 Oxford Road Kingston 5	Ms. Karlene Knight Director of Corporate Services	Mondays-Fridays 8:30 a.m. – 4:30p.m. Closed on weekends and Public Holidays	Tel. No.: 929-6460/929-6466 Fax: 920-8104 Website: www.ncc.gov.jm Email: general@ocg.gov.jm
Public Accountancy Board	Mr. Compton Rodney Registrar	c/o Ministry of Finance and Planning 30 National Heroes Circle, P.O. Box 512 Kingston 4.	Mr. Compton Rodney Registrar	Mondays-Thursdays 8:30a.m. –5:00p.m. Fridays 8:30a.m. - 4:00p.m. Closed weekends and Public Holidays	Tel. No: 307-4520 Fax. 922-7097 Email: pab@mof.gov.jm

Name(s) of Departments/Agencies	Name and Title of Principal Officer	Location	Name of Responsible officer	Hours of Business	Contact Numbers
Revenue Appeals Division	Mrs. Deloree Staple-Chambers	Office Centre Building 1 st Floor 12 Ocean Boulevard Kingston	Ms. Charlotte Knight Administrator (Actg.)	Mondays-Thursdays 8:30am – 5:00pm Fridays 8:30am – 4:00pm	Tel. No: 932-4993 Fax No: 948-9371 Website: Email:
Students Loan Bureau	Miss Monica Brown Executive Director	Sagicor Sigma Building 63-67 Knutsford Boulevard Kingston 5	Mrs. Analisa Allen Public Relations Officer Mr. Carl Hutchinson Management Accountant	Mondays- Fridays 9:00 a.m. – 3:30p.m. Closed on weekends and Public Holidays	Tel No: 754-2559-71 Fax No: 754-2552 Website: www.slbja.com Email: info@slbja.com
Tax Administration Jamaica (TAJ)	Mrs. Ainsley Powell Commissioner	36 Trafalgar Road, Kingston 5	Ms. Sheryl Williams	Mondays- Thursdays 8:30a.m. - 5:00p.m. Fridays 8: 30a.m.- 4:00p.m. Closed on weekends and Public Holidays.	Tel. No: 922-8691/948-1177 Fax No: 9227110 Website: www.jamaicatax.gov.jm Email: communications@taj.gov.jm

2. DESCRIPTION OF SUBJECT AREAS/PORTFOLIO RESPONSIBILITY OF DEPARTMENTS AND AGENCIES:

Name of Department/Agency	Subject Areas/Portfolio Responsibility of Department/Agency
1. Accountant General's Department	Responsible for treasury management of government's cash resources. It ensures that the budgetary allocations of cash to central government are timely and efficiently disbursed.

2. Bank of Jamaica
Formulates and implements monetary and regulatory policies to safeguard the value of the domestic currency and supervises and regulates the licensed commercial banks

3. Betting, Gaming & Lotteries Commission
The Commission regulate the betting, gaming and the conduct of the lottery activities in the Island to increase the level of compliance with the rules and regulations through an enforcement unit. The Commission facilitate new forms of gaming, protect the public from unlawful gaming practices and protect government revenue by acting expeditiously with regard to illegal gaming activities.

4. Casino Gaming Commission
The Commission is charged with the power to grant casino licenses as well as to be the regulatory body for casino gaming in Jamaica.

5. Caymanas Track Limited
Promotes local horseracing at Caymanas Park under licence, as well as simulcast horse racing.

6. Financial Services Commission
Regulates the financial sector with a purpose to protect customer investments. FSC monitors the securities and insurance industries and the pensions sector.
7. Jamaica Customs Agency
Collects duties, fees and penalties on imported goods and provide protection of Jamaica's borders by controlling the import and export of all goods. It also provides agency functions for other organizations.
8. Jamaica Deposit Insurance Corporation
Provides insurance against the loss of depositor's funds in financial institutions. Implement measures to minimize exposure to loss and contributes to the stability and confidence in Jamaica's financial system.
9. Jamaica Racing Commission
Regulates the horseracing industry in Jamaica, ensuring its strength and credibility, thereby protecting the interest of the racing public. Regulation is conducted through a number of activities including updating of vaccination cards for horses, the inspection of stables, hearing on the conduct of jockeys and doping offenders, the processing of claims for the Racing Industry Insurance Scheme and the clearing of races at the track.
10. National Contracts Commission
NCC is an independent anti-corruption Commission which supplements the role and functions of the independent Parliamentary Commission of the Contractor General. Its primary objectives are the "promotion of efficiency in the process of the award and implementation of Government contracts and ensuring transparency and equity in the awarding of such contracts".

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| 13. Public Accountancy Board | Established to carry out the function of the Public Accountancy Act (PAA) of July 1970 (amended February 2004). In the public interest the Board promotes acceptable standards of professional conduct among registered public accountants in Jamaica. |
| 14. Students Loan Bureau | Provides financial assistance to students in tertiary institutions |
| 15. Tax Administration Jamaica | To provide simplified administrative and business processes, to enhance information and communications technology channels, improve voluntary compliance and increase collections. |

3. **LIST OF INTERNAL MANUALS/DOCUMENTS USED BY DEPARTMENTS AND AGENCIES:**

(Include, for example, manuals and/or other documents containing interpretations, rules, guidelines etc. and/or documents used for making decisions or recommendations under or for the purposes of an enactment or scheme administered by the Authority)

Name of Department/Agency	Document(s)	Purpose of Document(s)
1. Accountant General's Department	Financial Administration and Audit Act & regulations, Financial Administration and Audit Instructions, Pensions Act, Land Bonds Act, Staff Orders for the Public Service, Crown property & vested Act and trust Fund Act, Appropriations Act.	Provides the legal framework in which the Department conducts its general financial management.

2. Bank of Jamaica	Bank of Jamaica Act & Regulations, the Public Bodies Management & Accountability Act.	Provides the legal framework that governs the operation of the Bank of Jamaica and its financial administration.
3. Betting, Gaming & Lotteries Commission	Betting, Gaming and Lotteries Act, Public Bodies Management & Accountability Act, Jamaica Racing Commission Act, Companies Act & Regulations.	Monitors, regulates and controls the operation of Betting, Gaming and Lotteries Commission.
4. Casino Gaming Commission	Casino Gaming Act, Proceeds of Crime Act (2007), Proceeds of Crime Act Amended 2013, CGC Policy Paper and Anti-Money Laundering, betting Gaming and Lotteries Act(Amended) and Financial Investigation Division Act.	Monitors, regulates and controls the operation of the Casino Gaming Commission.
5. Caymanas Track Limited	Jamaica Racing Commission Act, Betting Gaming & Lotteries Act, Public Bodies Management & Accountability Act.	Provides the legal framework, which monitors, regulates and controls the operations of horseracing.
6. Financial Services Commission	Financial Services Commission Act, Public Bodies Management & Accountability	Sets out the responsibilities of the Financial Services Commission.

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| 7. Jamaica Customs Agency | Customs Act & Regulations, Customs Duties Act & Regulations, the Revenue Administration Act-Regulations. | Provides the legal framework to regulate Customs duties and fees, to compile customs statistics, to battle against violation of Customs legislation, to exercise customs supervision and control over cargo, articles, intellectual creations, livestock, animals, plants, currency, monetary and other values and postal items. |
| 8. Jamaica Deposit Insurance Corporation | The Insurance Act & Regulations, the Deposit Insurance Act & Regulations, Public Bodies Management & Accountability Act, Jamaica Deposit Insurance Corporation Act. | Provides guidelines for insurance industry in Jamaica. |
| 9. Jamaica Racing Commission | Racing Commission Act, Public Bodies Management & Accountability Act. | Provides guidelines on the operation of horse racing and the operation of racecourses. |

10. National Contracts Commission	Contractor General Act	Ensures that all of the NCC's technical, administrative and human resource services requirements are fully satisfied.
11. Public Accountancy Board	Public Accountancy Act	Provides the guidelines on the acceptable standards of professional conduct among registered public accountants in Jamaica.
12. Students Loan Bureau	Students Loan Fund Act, Financial Administration and Audit Act & Instructions & Regulations, Public Bodies Management Accountability Act, Jamaica Deposit Insurance Corporation Act.	Sets out the financial guidelines for assisting students in tertiary institutions with loans.
13. Tax Administration Jamaica	Revenue Administration Act, Collections Act, Stamp Duty Act, Income Tax Act, General Consumption Tax Act, Transfer Act	To improve revenue administration to foster voluntary compliance in the collection of revenue.

Signed.....
Financial Secretary